



On-Site Training Request Form



OPERATIONAL SERVICES DIVISION

Operational Services Division's (OSD) Training and Outreach Team is available free of charge to conduct on-site training or participate in your meetings, based on staffing and resources, if you have:

- **A minimum of 8 participants**
- **A conference room with a Screen/blank wall for projection**
- **Computers with Internet Access for each student and trainer**

Name of Department/Organization

Date

Organization Type

- ☐ Municipality ☐ Executive Agency ☐ Higher education ☐ Non-Profit ☐ Authority ☐ Other

Areas of Interest

- ☐ Introduction to OSD & COMMBUYS ☐ Overview of Statewide Contracts
☐ Searching for contracts in COMMBUYS ☐ Procurement in COMMBUYS
☐ Purchasing in COMMBUYS ☐ OSD policies and regulations ☐ Other

Contact Name

Title

Address

City

Zip

Email

Phone Number

Training Requested:

COMMBUYS Systems Training

☐ **Organizational Administrator: Set-Up and Maintenance (1 Day):** This training is limited to staff who have been assigned the Organization Administrator (OA) role for their department. It provides an in-depth review and hands-on practice of the Organization information, approval, workflow and user profile set-up activities. Upon completion, the OA confirms the department user names and organization structure. This individual must then submit an Authorization Form and Configuration worksheet to receive their User ID and Password so they can complete the set up tasks for their department. (Full Day)

☐ **Purchasing in COMMBUYS - Requisitions & Purchase Orders:** This session is designed for staff responsible for the purchasing of goods and/or services from Statewide and department contracts. It includes how to search for items and/or services using a line item or punch-out catalog, create a requisition, convert the approved requisition to a purchase order or bid depending on the intent of the purpose, and create change orders. (Four Hours)

☐ **Procurement in COMMBUYS - Creating, Posting & Managing:** This class will cover how to create a bid, the use of templates, managing attachments, online bid evaluation, contract award, and posting awarded contracts in COMMBUYS. (Full Day)



OSD Core Courses

- ☐ **How to use Statewide Contracts:** This one-hour introductory class includes an overview of the Operational Services Division and Statewide contracts. Trainees will learn how to locate Statewide contracts in COMMBUYS, and what resources we have available on the OSD website (One Hour)
- ☐ **Essentials of State Procurement:** This class provides a comprehensive overview of the Commonwealth's procurement process for Statewide contracts and the process for purchasing goods and services that do not exist on Statewide contract. You will learn how to search for a commodity or service and conduct your Department's own procurements in compliance with applicable statutes, regulations, and policies. This class is a prerequisite for the Strategic Sourcing Certificate Program. (Full Day)
- ☐ **Discovering Statewide Contracts:** This class should be attended by new and existing procurement and purchasing staff from eligible entities responsible for purchasing commodities, supplies and equipment for agency operations from Statewide or departmental contracts. This class covers topics such as where to find information about Statewide Contracts and the ground Rules and benefits of using them. (Four Hours)
- ☐ **Strategic Sourcing Certificate Program:** OSD designed the program to help departments conduct effective procurement on behalf of their agencies and ensure that solicitations and contract awards for goods and services comply with governing laws, rules, and regulations and involve a fair, open, and competitive bid process. This is a five day Program and attendance is required at all sessions. (5 Days)

Requested Date:

1st choice :

2nd choice:

3rd choice:

Number of Participants:

Resources Available: ☐Internet ☐Laptop ☐Projector

Additional Comments:

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OSD USE ONLY

Date Received:

Date Assigned:

Pending

Record Number

Assigned To

Confirmed